



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380-0001

MCO 1500R.35A  
C 461  
20 Jan 1995

MARINE CORPS ORDER 1500R.35A

From: Commandant of the Marine Corps  
To: Distribution List

Subj: USE OF CONTRACTED CIVILIAN ACQUIRED TRAINING (CCAT) IN  
SUPPORT OF SELECTED MARINE CORPS RESERVE (SMCR) MILITARY  
OCCUPATIONAL SPECIALTY (MOS) TRAINING

Ref: (a) DOD Inst. 1200.16  
(b) MCO P1200.7N  
(c) MCO P1510.34A  
(d) MCO P1001R.1G  
(e) MCO P4200.15G  
(f) FAR, Sec 22-102

Encl: (1) List of Considerations for CCAT  
(2) Course Descriptive Data (CDD) Submission Requirements  
(3) CCAT Request Format  
(4) Sample CCAT Annual Report Format

Report Required: CCAT Course Participation and Completion Data  
(Report Control Symbol: MC-1500-27R, par. 8A(9))

1. Purpose. To publish guidelines concerning the contracting of  
MOS training conducted by civilians for members of the SMCR.

2. Cancellation. MCO 1500R.35.

3. Summary of Revision. This Order contains significant changes to  
billing procedures and program administrative requirements and  
should be completely reviewed.

4. Information

a. The Commanding General, Marine Forces Reserve (CG MARFORRES)  
has the responsibility to ensure that every Reserve Marine has the  
opportunity to become MOS qualified in the Table of Organization  
(T/O) billet they occupy. The guidelines established in references  
(a) through (c) assist the CG MARFORRES in meeting this  
responsibility.

b. CCAT provides skill training for the duties, tasks, and  
basic MOS qualifications that are specified in references (b) and  
(c), and equals training that each Reserve Marine would normally  
acquire through attendance at a formal school or through completion  
of a specified period of managed-on-the-job training. CCAT funds  
pay for registration costs, tuition, and other associated fees

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incurred as a result of alternative training conducted through civilian educational or technical institutions.

c. CCAT training is justified in the following situations:

(1) When required MOS training is not available from a military source because of a lack of facilities, equipment, or instructional personnel.

(2) When individual Marines need retraining or additional skill training because an SMCR unit has been redesignated or reorganized.

(3) When a prior-service Marine needs refresher training in order to affiliate with an SMCR unit because of a long dis-association from the Marine Corps.

(4) When a Marine requires skill progression training in order to qualify for increased grade and responsibility.

(5) When a prior-service Marine or transferee from another SMCR unit must be retrained because of an MOS-mismatch between the individual's skills and the unit's T/O.

(6) When all military means of training a Reserve Marine have been exhausted.

#### 5. CCAT Participation

a. Training Status. CCAT may be scheduled for Reserve Marines in accordance with the following guidelines:

(1) In fulfillment of annual drill requirements. Reserve Marines receiving paid drill credit for attending CCAT will be mandated to attend all scheduled classes.

(2) In addition to annual drill requirements on a voluntary basis without pay and allowances. Orders will be issued in accordance with Chapter 4 of reference (d).

(3) As alternative active duty for training (ADT) if a military school seat is unavailable, or if the CCAT will result in monetary savings with a comparable level of training.

(4) Through any combination of the above.

#### b. Drill Credit

(1) Pay for one drill period and one retirement point may be authorized for each period of 4 hours of CCAT instruction received. Retirement credits and pay will not exceed two drill periods/retirement points per day.

(2) Each Reserve Marine will be limited to 192 hours of CCAT instruction creditable as 48 paid drills during any one fiscal year. A Reserve Marine may volunteer to attend more than 192 hours of CCAT instruction with the understanding that those hours that exceed 192 are not for drill credit or pay.

(3) The provisions of subparagraphs 5b(1) and 5b(2) do not constitute authorization for a Reserve Marine to attend or receive credit for more than 48 drills within an anniversary year.

c. Student Selection

(1) Reserve Marines must have the following minimum periods of contractual service remaining after completion of CCAT:

<u>Length of Course</u>	<u>Contracted Service</u>
Excess of 150 hours	2 years
80 to 150 hours	1 year
Less than 80 hours	No requirement

(2) Reserve Marines not meeting this requirement must request authorization from the CMC (RAM-5) to execute an Agreement to Extend Enlistment (NAVMC Form 321A) or reenlist in order to qualify for CCAT.

(3) CCAT must directly relate to the published individual training standards (ITS) for the Reserve Marine's MOS or billet assignment.

(4) CCAT funds will not be obligated for training which the SMCR unit is capable of providing.

d. Specialized Skill Training Effort. Units will be encouraged to use CCAT to supplement the overall specialized skill training effort, but quotas will not be assigned.

6. School Selection and Contracting Considerations. School selection should be made only after an evaluation of all factors that contribute to the overall success of each CCAT course. Enclosure (1) provides a listing of considerations for use as an aid in selecting and contracting an appropriate civilian school for MOS training.

a. Curriculum. The curricular content of any course selected for CCAT must contribute directly to the Reserve Marine's ability to perform the applicable duties and tasks that are set forth in references (b) and (c). Only courses teaching appropriate MOS skills will be contracted subject to curriculum approval by the Commanding General, Marine Corps Combat Development Command (CG MCCDC) (C 461). The most advantageous use of CCAT is in the contracting of courses that meet specific MOS requirements and that

can be conducted in a group setting at the SMCR training center.

b. School Accreditation. Accreditation provides a reasonable guarantee that CCAT facilities and staff meet an acceptable level of competence. CCAT programs must be provided through an institution approved by an agency listed in the U.S. Secretary of Education's Nationally Recognized Accrediting Agencies and Associations.

c. Location. The CCAT facility should be within a reasonable commuting distance from the SMCR unit training center in order to facilitate student attendance and coordination with SMCR unit leaders. The cost of student transportation to and from the training site is the responsibility of the individual.

d. Contracts. All contracts for CCAT will be prepared in accordance with the provisions of reference (e). Subsequent to curriculum approval by CG MCCDC (C 461), units will forward CCAT purchase requests exceeding \$2,500 (or those beyond their contracting capability) to the nearest field purchasing and contracting activity as listed in paragraph 0201.1 of reference (e). When only one source of training exists, the purchase request must include a justification for sold-source procurement. Obligation of funds shall be in accordance with reference (f).

e. Cost. Charges for course materials, services, and instruction provided by the CCAT facility are not to exceed published fees. Total costs shall be based on tuition, supplies, and all other applicable fees. Student liability insurance shall be provided by the CCAT facility in order to cover injuries incurred due to negligence and accidents occurring through no fault of the student. The benefit provided must meet all Department of Labor, state, and local regulatory guidelines.

f. Billing. The CCAT institution will be instructed to submit invoices showing the purchase order number and the document quantities as agreed in the service scheduled (blocks 1 and 4 of Order for Supplies or Services (DD Form 1155)). Invoices are to be submitted by the CCAT institution to the SMCR unit being supported. The final bill will contain additional information in the memorandum endorsement which certifies that all services specified on the DD Form 1155 have been received and that the bill is correct for payment. Payment vouchers will be submitted to the Defense Finance and Accounting Service Directorate for Vendor Pay (DFAS-KC/FE), Kansas City Center, 1500 E. Bannister Road, Kansas City, MO 64197-0001 for payment. A Voucher for Disbursement (NAVMC Form 2277) with a copy of the DD Form 1155 will suffice for submission to DFAS for payment.

g. Accounting and Appropriation Data. All required appropriation data, to include the required document number, will be assigned by the unit.

7. Administrative Requirements

a. Formal Approval of CCAT Courses. No CCAT will be conducted before a written letter of curriculum approval is received from CG MCCDC (C 461). Enclosure (2) provides a sample format for required information in support of the CCAT curriculum. Modifications to previously approved CCAT curriculum will not be effected until approved by CG MCCDC (C 461). Funds to support approved CCAT courses must be budgeted for by the supported site fund administrator. The unit must identify necessary funding to conduct CCAT training prior to the fiscal year in which the course is requested.

b. Requests for CCAT. Requests for formal approval of CCAT must be addressed to the CG MARFORRES, via the chain of command. Requests will be submitted in accordance with the format depicted in enclosure (3), and must reference an approved course syllabus. If the CCAT is to take the place of a Reserve Marine's ADT, this intent must be indicated on the request.

c. CCAT Participation. Course participation and completion data for each participant will be forwarded, via the chain of command, to the CG MARFORRES. CCAT data will include the following elements: Name and MOS of the Marine trained, the number of hours of training received, MOS for which the training was conducted, name and location of school, course title, cost per Marine, and course dates. Unsatisfactory student performance will be dealt with in a manner that is consistent with the handling of other unit disciplinary matters. CCAT completion reports will explain the circumstances surrounding unsatisfactory performance.

8. Action

a. CG MARFORRES

(1) Consider the adequacy, practicability, and pertinence of aspects such as facilities, course content in terms of ITS requirements, quality of instruction, overall effectiveness of training, and the list of considerations for CCAT in enclosure (1). Each course must provide a final student performance evaluation or test to verify the attainment of training standards. CCAT courses may be evaluated by such methods as inspections, examinations, student appraisals, critiques, and after action instruction reports. The evaluation should either validate course requirements or result in the discontinuance of courses which do not meet specialized skill requirements.

(2) Manage the CCAT Program for SMCR units subject to the guidelines of this Order and availability of CCAT funds.

(3) Ensure that the civilian institutions and industries used for contract training are fully accredited by an agency or association listed on the Secretary of Education's publication Nationally Recognized Accrediting Agencies and Associations.

(4) Compare course syllabi to the ITS's for each MOS and the guidelines stated in reference (b) to ensure the syllabus meets Marine Corps needs.

(5) Verify that the contract between the SMCR unit and the school includes all MOS skill training requirements which the course/courses meet.

(6) Submit the CCAT Course Descriptive Data (CDD) to CG MCCDC (C 461) for approval. A sample CDD is provided in enclosure (2).

(7) Upon successful completion of CCAT, submit a request for change of the participating reservist's MOS to CMC (RAM-5) per reference (d). Documentation of the Marine's ability to perform Marine Corps specific tasks not trained through CCAT must be provided with the request for MOS change.

(8) Maintain, for a period of 3 years, all records and reports documenting course participation and completion data. Include the number of individuals trained, MOS's for which trained, name and location of school, course title or description, cost per individual, and course length in hours and dates.

(9) Annually, by 1 November, submit course participation and completion data for the previous fiscal year to the CG MCCDC (C 461), Quantico, VA 22134-5001. Report Symbol MC-1500-27R has been assigned to this report. A sample report is provided in enclosure (4). Commands will retain reports for 3 years.

b. CG MCCDC (C 46):

(1) Serve as the point of contact for all matters relating to the design, development, implementation, and evaluation of institutional courses of instruction.

(2) Review and approve all CCAT CDD's.

(3) Retain the reports submitted on enclosure (4) for  
3 years.

  
**B. B. KNUTSON, JR.**  
**By direction**

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LIST OF CONSIDERATIONS FOR CONTRACTED CIVILIAN  
ACQUIRED TRAINING (CCAT)

1. The following is a list of considerations which have been formulated in an effort to assist SMCR unit commanders in assessing civilian educational opportunities for possible use in the CCAT program:

a. Has the SMCR unit identified MOS training requirements which it cannot fulfill within the military training system?

b. Is it cost effective to train these MOS skills in a civilian institution?

c. Will the level of competence achieved upon completion of the CCAT course be comparable to that which would result from training in a military school?

d. Will an existing CCAT curriculum satisfy specific MOS training requirements?

e. Are the majority of CCAT curricula devoted to specialized training which is required to qualify a Reserve Marine for an MOS required by the SMCR unit's table of organization?

f. Is the CCAT institution willing to modify an existing course of instruction in order to meet specific MOS training requirements?

g. Is the CCAT institution willing to create a curriculum which is intentionally designed to meet specific MOS training requirements?

h. Will the CCAT institution conduct the desired training at the SMCR unit training center?

i. Will the CCAT institution conduct the desired training in a group situation?

ENCLOSURE (1)



COURSE DESCRIPTIVE DATA (CDD)  
SUBMISSION REQUIREMENTS

1. Course Title. As listed in MCO P1080.20 (Joint Uniform Military Pay System (JUMPS)/Manpower Management System Codes Manual), unless a change is required or a new course is being developed. (Note 1)
2. Location. All locations at which the course is taught must be included. Additionally, a statement which indicates the availability of government billeting and messing available at each location is required.
3. Marine Corps Service School Code. Not applicable.
4. Other Service Course Number. Not applicable.
5. Military Assistance Program Articles and Service List Number. Not applicable.
6. Purpose. A concise statement of the goals of the training provided by the course. (Note 1)
7. Scope. A resume of the subject matter of the course. (Note 1)
8. Length (Peacetime). Provide a total number of training days required for the course. (Notes 1 and 2)
9. Curriculum Breakdown (Peacetime). Provide a breakdown of the curriculum in hours which indicates academic and administrative areas. Academic areas include: lecture, practical application, performance evaluations, written examinations, etc. Nonacademic areas include administrative time, graduation, inspections, study hall, review, tutoring, etc.
10. Length (Mobilization). Not applicable.
11. Circulating Breakdown (Mobilization). Not applicable.
12. Maximum Class Capacity. Not applicable.
13. Optimum Class Capacity. Not applicable.

ENCLOSURE (2)

14. Minimum Class Capacity. Not applicable.
15. Class Frequency. Not applicable.
16. Student Prerequisites. The qualification which personnel attending the course must meet.
17. MOS Received. The MOS assigned upon successful completion of the course.
18. Quota Control. Not applicable.
19. Funding. The agency which bears the cost of temporary additional duty incidental to attendance at the course. In those instances where the using agency must also bear cost, such as tuition, a positive statement to this effect will be contained in this section.
20. Reporting Instructions. Designate to whom the student must report when arriving for a course of instruction. Include a statement which indicates the availability of government billeting and messing.
21. Instructor Staffing Requirements. Not applicable.
22. School Overhead. Not applicable.
23. Training/Education Support Requirements. Not applicable.
24. Task List. Include the current tasks taught. Tasks are contained in training standards published by CG MCCDC (C 461). If approved, training standards do not exist for a particular course, then the task is locally generated.

Note 1: When submitting a CDD requesting approval to add a new course of instruction to a formal school, only components 1, 6, 7, 8, and 23 need to be submitted, along with a cover letter identifying why the course is required, what deficiencies it will correct, and why it should be conducted in a formal school setting.

Note 2: The normal peacetime training week should include an average of 40 hours, of which at least 35 hours should be academic time. Any administrative time in excess of 5 hours per week should be conducted after hours or fully justified in a waiver request.

ENCLOSURE (2)

CONTRACTED CIVILIAN ACQUIRED TRAINING (CCAT)  
REQUEST FORMAT

1. Unit:
2. Name, location, and telephone number of CCAT institution:
3. POC at CCAT institution:
4. Number of personnel participating:
5. MOS for which the CCAT is being utilized:
6. Dates of course:
7. Day and hours course meets:
8. Total hours:
9. Cost per student:
10. Cost of required supplies:
11. Total cost:
12. Reference: (Reference the appropriate CG MCCDC approval letter for the desired CDD.)

Note: Complete a separate CCAT request form for each CCAT course requested.

ENCLOSURE (3)

SAMPLE CONTRACTED CIVILIAN ACQUIRED TRAINING (CCAT)  
ANNUAL REPORT FORMAT  
(REPORT SYMBOL MC-1500-27R)

NUMBER TRAINED	MOS	MOS FOR WHICH TRAINED	NAME & LOCATION OF SCHOOL	COURSE TITLE	COST PER INDIVI- DUAL
6	1100	1142	Metropolitan Technical Community College Omaha, NB	Electronics Equipment Mech	\$62.50
24	3500	3521	Central Piedmont Community College Piedmont, NC	Auto Trans Mech	\$20.00
15	7051	7051	Shelby State Community College Memphis, TN	Fire Fighting Strategy	\$149.87

ENCLOSURE (4)